



# Foreign Affairs Manual

## 5 FAM – INFORMATION MANAGEMENT

**Change Transmittal:** IM-120

**Date:** September 29, 2011

---

### **5 FAM 860 HARDWARE AND SOFTWARE MAINTENANCE**

#### **CHANGES**

1. Changes cover the following:
  - 5 FAM 860 adds a new section 5 FAM 861.3, Minimum Hardware Specifications which provides a link to the GITM Minimum hardware. The IT CCB develops and approves these specifications prior to procurement. While updated annually, the specifications reflect the current, deployed systems both by the GITM program and by Desktop Support. The current specifications are located on the IT CCB Web site.
  - Other changes include general updates.
2. Revisions are shown in italic *dark magenta*. Italic *dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

#### **Filing Instructions (Paper Copies)**

1. Remove and discard old subchapter 5 FAM 860 (CT:IM-104, 04-07-2009; pages) and replace it with revised subchapter 5 FAM 860 (8 pages).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:IM-120, and initial.

## **Distribution Notice**

1. The Foreign Affairs Manual and its supplemental handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

**(IRM/BMP/GRP/SM)**